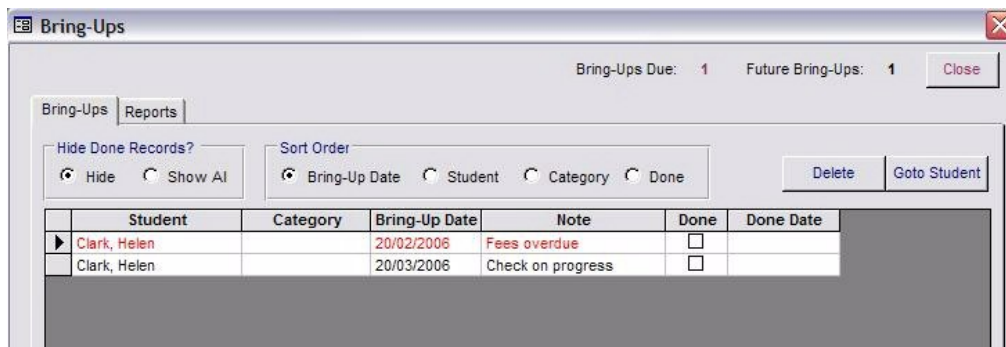


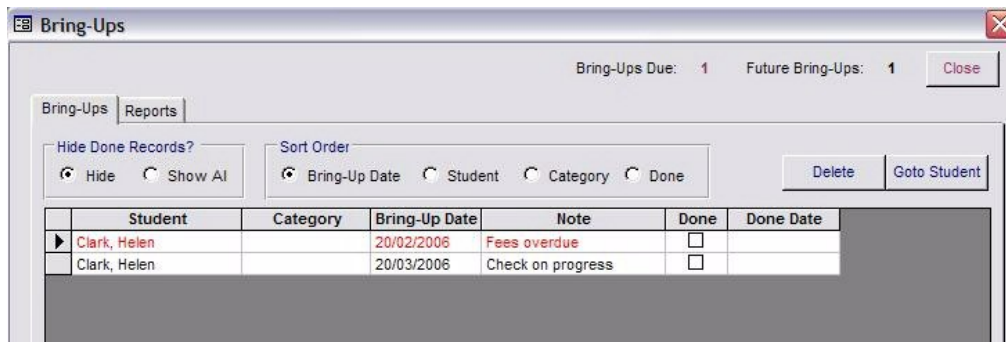
# Tip Sheet No.08

## Manage Bring Ups

1. To view details of an outstanding bring up click on the **Outstanding Bring-ups** link.



2. The Bring Ups will be displayed.



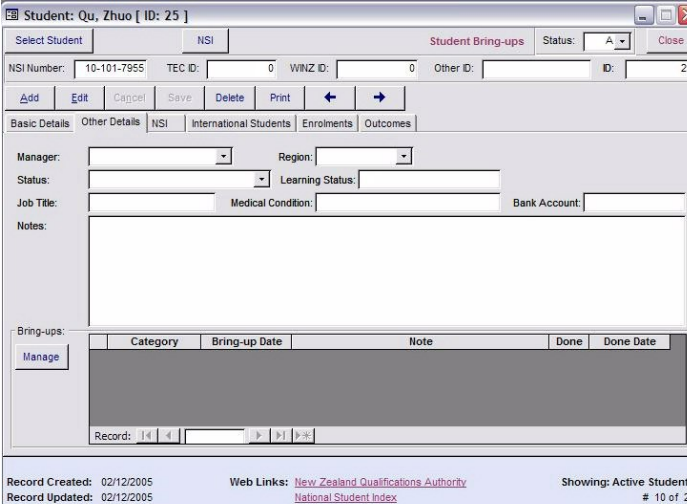
Bring Ups which are **RED** are outstanding or overdue.

Bring ups which are **BLACK** have a future bring up date.

3. To view a student's full details double-click on the students name.

The student details will be displayed.

4. Click on the **Manage** button.



Student: Qu, Zhuo [ ID: 25 ]

Select Student | NSI | Student Bring-ups | Status: A | Close

NSI Number: 10-101-7955 | TEC ID: 0 | WINZ ID: 0 | Other ID: | ID: 25

Basic Details | Other Details | NSI | International Students | Enrolments | Outcomes

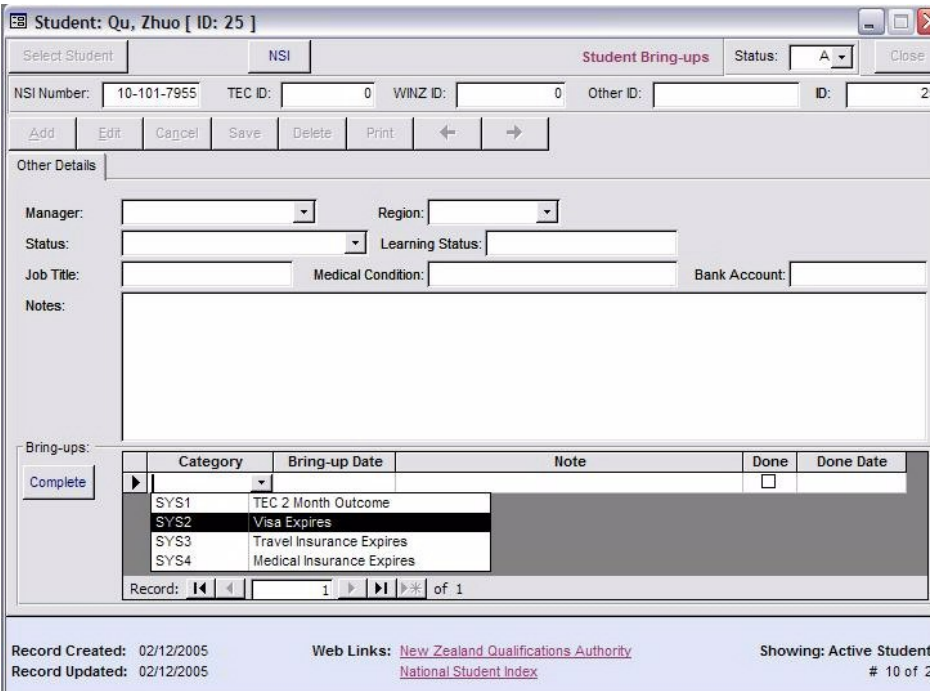
Manager: | Region: | Status: | Learning Status: | Job Title: | Medical Condition: | Bank Account: | Notes: |

Bring-ups:

Category	Bring-up Date	Note	Done	Done Date
Record:  <<  >>   of 1				

Record Created: 02/12/2005 | Record Updated: 02/12/2005 | Web Links: [New Zealand Qualifications Authority](#) | [National Student Index](#) | Showing: Active Students | # 10 of 26

5. Enter the details of the Bring Up.
6. Click on the **Complete** when finished.



Student: Qu, Zhuo [ ID: 25 ]

Select Student | NSI | Student Bring-ups | Status: A | Close

NSI Number: 10-101-7955 | TEC ID: 0 | WINZ ID: 0 | Other ID: | ID: 25

Other Details

Manager: | Region: | Status: | Learning Status: | Job Title: | Medical Condition: | Bank Account: | Notes: |

Bring-ups:

Category	Bring-up Date	Note	Done	Done Date
SYS1	TEC 2 Month Outcome		<input type="checkbox"/>	
SYS2	Visa Expires		<input type="checkbox"/>	
SYS3	Travel Insurance Expires		<input type="checkbox"/>	
SYS4	Medical Insurance Expires		<input type="checkbox"/>	

Record: |<< |>> | 1 | of 1

Record Created: 02/12/2005 | Record Updated: 02/12/2005 | Web Links: [New Zealand Qualifications Authority](#) | [National Student Index](#) | Showing: Active Students | # 10 of 26

## Updating Student Bring-Ups

1. Click the **Outstanding Bring-Ups** link.

Outstanding (Red), and Future (Black) Bring-Ups are indicated. If you cannot see all Bring-Ups make sure the Show All button is selected.

2. To view the Student's full details, double-click the student record, or click the button (making sure that the record to be viewed has the symbol showing).
3. On completion of a Bring-Up put a tick in the Done column. You will note that the Done Date is automatically inserted for you.